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10 OCT 1973

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : Proposed Change in Top Secret Control
Officer Nomination Procedures

REFERENCE :
Security of Classified Documents

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1. Action Requested: It is requested that you solicit the approval of the Director of Security for changing nomination procedures for Agency Top Secret Control Officers to simplify such procedures by eliminating the Clearance Division review of such nominations and accepting such nominations upon determination that the individuals are Agency staff employees.

2. Background:

a. Reference states that Agency Area, Alternate, and Assistant Top Secret Control Officers are nominated by Operating Officials to the CIA Top Secret Control Officer. Further, such nominees are not to be permitted to act as Control Officers until their nominations have been confirmed by the CIA Top Secret Control Officer and the Director of Security.

b. On 1 March 1973 the Agency Top Secret Control function was reassigned to the Director of Security.

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c. Under existing procedures the Clearance Division reviews all Area, Alternate, and Assistant Top Secret Control Officer nominations and notifies the Information Systems Security Group that such nominations are eligible for appointment. In the course of this review, the nominee's security file is screened. Following Clearance Division endorsement, the Information Systems Security Group approves the nomination.

d. Discussions with Clearance Division personnel reflect that, to the best of their recollection covering a period of over 15 years, no Area, Alternate, or Assistant Top Secret Control Officer nomination has been disapproved on the basis of a security file review.

3. Staff Position:

a. Prior to the assumption of Top Secret Control responsibility by the Office of Security, the dual confirmation of Top Secret Control Officer nominations by the CIA Top Secret Control Officer and the Director of Security had some justification in that these organizational entities were separate. With the assumption, earlier this year, of Top Secret Control Program responsibilities by the Director of Security such dual confirmation is redundant.

b. Based on the experience of over 15 years without a disapproval on the basis of security file review, it is not justifiable to continue this practice as long as Area, Alternate, and Assistant Top Secret Control Officer nominees are staff employees holding Top Secret clearances.

c. If the Clearance Division review of Area, Alternate, and Assistant Top Secret Control Officer nominations is eliminated, not only will the Division workload be somewhat reduced, but apparently unproductive administrative routines can be eliminated, e. g., the maintenance of Top Secret Control Officer appointment forms in security files.

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4. Recommendation: It is recommended that you request the Director of Security to approve changes to existing Top Secret Control nomination procedures whereby:

a. Operating Officials will appoint, within their spheres of responsibility, Area, Alternate, and Assistant Top Secret Control Officers as necessary, ensuring that only Agency staff employees are so appointed.

b. Confirmation of such nominations by the Office of Security will no longer be required.

c. Operating Officials will be responsible for immediately informing the Information Systems Security Group of the appointment of such Top Secret Control Officers and the cancellation of such appointments, so that it will maintain an Agency wide listing of such appointments.

"SIGNED"


Chief, Information Systems Security Group

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Distribution:

Orig & 1 - Addressee

028-21 - ISSG File, Security Policy, TS Control, General Info.

1 - ISSG Chrono

OS/P&M/ISSG/ (10 October 1973)

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